



<p>Team Name: Logistics & Supply Chain Management</p> <p>Team Lead: Regional Manager Logistics & Supply Chain Management</p> <p>Approved by: Vice President Corporate Services</p>	<p>Reference Number: ORG.1710.PL.001</p> <p>Program Area: Logistics & Supply Chain Management</p> <p>Policy Section: General</p>
<p>Issue Date: May 29 2015</p> <p>Review Date:</p> <p>Revision Date: March 8, 2017</p>	<p>Subject: Purchase Requisitions</p>

POLICY SUBJECT:
Purchase Requisitions

PURPOSE:
Southern Health-Santé Sud will ensure the efficient use of resources by directing that the authorization to initiate purchases and approve payments is appropriately placed within the organization and that the two functions are adequately segregated. All staff authorized to purchase will do so within their scope of responsibility.

BOARD POLICY REFERENCE:
Executive Limitations (EL-01) Global Executive Restraint & Risk Management
Executive Limitation (EL-5) Financial Condition & Activities
Executive Limitation (EL-7) Asset Protection & Risk Management

POLICY:
There are three ways to request an item i.e. material, supplies, services and equipment to be purchased through Logistics & Supply Chain Management. All purchases must be made on a duly authorized form;

- Approved Stock List i.e. Formulary for Pharmacy, (Recipe for Food & Nutrition) and General top up list prior to financial commitment.
- ORG.1710.PL.001.FORM.01 Purchase Requisition Form (up to \$2,000).
- ORG.1313.PL.001.FORM.01 Equipment Authorization Form (over \$2,000)

To purchase Information and Communication Technology (ICT) related items an Install, Move, Add, Change (IMAC) Form **MUST be completed**.

All material, supplies and equipment information **must be sourced** by Logistics & Supply Chain Management.

If you are unsure of any information that is required in order to complete a purchase requisition or equipment authorization form, a ORG.1710.PL.001.FORM.04 Request for Information Form should be completed.

- Fill out a Request for Information Form.
- Email the Request for Information Form to: Portage Distribution Centre – stores-pdgh@southernhealth.ca
PH# (204) 239-2310, Fax: (204) 239-7027.
- Once the Request for Information Form is returned to you by Portage Distribution Centre. Please Review it. If you wish to order this item, please complete an ORG.1710.PL.001.FORM.01 Purchase Requisition Form or ORG.1710.PR.001.FORM.01 Equipment Standardization Requirements and Authorization Form and email this form to your distribution center.

Purchase requisitions for like or similar commodities received from either the same or different departments, facilities or programs shall, whenever possible, be grouped together in order to obtain maximum benefits from purchasing in larger quantities.

Signing authority is as follows:

Materials, Supplies and Service

When possible materials and supply requests will be processed through Logistics & Supply Chain.

- Approved Stock List: For routine purchases
 - Less than two thousand dollars (\$2,000) will be approved by the designated manager in a facility or program.
 - Greater than two thousand (\$2,000) will be approved by the designated director of the facility or program.
- Purchase Requisition use ORG.1710.PL.001.FORM.01 Purchase Requisition Form
 - For non-routine purchases less than \$2,000
 - Less than five hundred dollars (\$500), will be approved by the designate manager in a facility or program.
 - Less than one thousand dollars (\$1,000) will be approved by the designate director of the facility or program.
 - Greater than one thousand dollars (\$1,000) will be approved by the designated senior leader.
 - Minor equipment (\$500 to \$2,000) will be approved by the designate senior leader.

Repairs and Maintenance

- For routine and non-routine repairs:
 - ORG.1710.PL.001.FORM.01 Purchase Requisition Form - Less than two thousand dollars (\$2,000) will be approved by the designated manager of the facility or program.
 - ORG.1313.PL.001.FORM.01 Equipment Authorization Form - Greater than two thousand dollars up to ten thousand dollars (\$2,000 to \$10,000) will be approved by the designated director of the facility or program.
 - ORG.1313.PL.001.FORM.01 Equipment Authorization Form - Greater than ten thousand dollars (\$10,000) will be approved by the designated senior leader.

Upon receipt of the purchased items or services, should there be an issue regarding the quality of the item or service then an ORG.1710.PL.001.FORM.02 Product Vendor Complaint Form must be completed and sent to Logistics & Supply Chain Management.

Should any items need to be returned to Logistics & Supply Chain Management, then an ORG.1710.PL.001.FORM.03 Return Authorization Form must be completed and accompany these item/s.

SUPPORTING DOCUMENTS:

[ORG.1313.PL.001.FORM.01](#) Equipment Authorization Form

[ORG.1710.PL.001.FORM.01](#) Purchase Requisition Form

[ORG.1710.PL.001.FORM.02](#) Product Vendor Complaint

[ORG.1710.PL.001.FORM.03](#) Return Authorization Form

[ORG.1710.PL.001.FORM.04](#) Request for Information Form

REFERENCES:

[ORG.1310.PL.001](#) Purchasing Authority